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| **Post Title: Senior Finance Officer** | **Grade: BR10** |
| **Department: Children Education and Families** | **Division/Section: Adult Education**  |
| **Post No: 20716** | **Reports to: Head of Bromley Adult Education College** |

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| **MAIN PURPOSE:** To assist in the financial management of the Bromley Adult Education College (BAEC) and, in particular, the preparation of monitoring statements, preparation of annual estimates and final accounts, and the provision of financial advice, guidance and support to senior managers for the Adult Education ServiceTo provide Finance Services support to the Senior Management Team for the Adult Education ServiceTo be responsible for the smooth, effective and efficient running of BAEC financial operations |

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| **SUMMARY OF RESPONSIBILITIES AND DUTIES:** 1. Monitor the BAEC’s budget, identifying trends and variances. Keep financial entries in the Oracle Enterprise Performance Management (EPM) system up to date, ensuring reconciliations are regularly undertaken as required within the BAEC budget. Report budget variances to the Senior Management Team recommending appropriate action.
2. Create monthly Management Accounts and Monitoring reports to the Senior Management Team, identifying variations and action being taken to mitigate overspends.
3. Liaise on a regular basis with budget holder, the Head of Service Early Years, School Standards and Adult Education, to ensure regular monitoring of the departmental budgets. To attend divisional and team meetings as appropriate.
4. To arrange and action budget adjustments, virements and supplementary estimates throughout the year in liaison with the budget holder and the Head of BAEC.
5. To be responsible for updating the financial information systems for all budget codes relating to BAEC, including journal transfers.
6. Provide advice and guidance to Senior Managers, including assistance on financial monitoring information provided to them.
7. To monitor, review and complete various financial and statistical returns and to ensure that the information provided is accurate and timely.
8. To work with the management team to ensure that the Adult Education Service offers the best service to its students and staff and that it operates as effectively and efficiently as possible
9. To provide direct line management and be responsible for the supervision, development and performance management of the Finance Officer
10. To liaise and negotiate with external contractors for services required from external providers and be responsible for monitoring performance of contracts for services that fall within scope of this post, ensuring compliance with Council procurement rules.
11. (This info shows in 1)
12. (This shows in 2)
13. To be responsible for ensuring all learner accounts (payments/fees/debts etc) on the Management Information System (MIS) are up to date
14. To liaise with LBB officers, senior accountants and external funding partners to ensure financial regulations and processes are correctly administered
15. To work closely with the Finance Officer in the processing of sessional staff salaries to ensure that salaries are paid correctly in line with contracts and schedules of work
16. To ensure that the Adult Education Service is prepared for regular and occasional audit inspections, liaising with officers from the Audit Team to ensure all necessary evidence is available to support the audit process and following up on any remedial actions arising from audit.
17. To advise and support non finance staff responsible for ordering, approving expenditure and monitoring budgets ensuring financial regulations are adhered to during procurement and purchasing.
18. To promote LBB’s Values and Behaviours, Equal Opportunities and other anti-discriminatory practice in all areas of work, partnership and networking
19. To undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department / Section
20. To cover for the Office and Facilities Manager as required
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| **CONTACTS AND RELATIONSHIPS:** (customer focus, both internal and external)Head of Service, Head of Adult Learning, Head of Curriculum & Quality and Head of Funding & Performance – exchange and provide informationAdministrative staff –line management, training and adviceFinance Officer –line management, training and adviceLBB Officers and accountants– exchange of information and providing adviceSite caretakers – line management, training and adviceStudents and other service usersExternal funding providers – exchange finance information, seeking payment information  |

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| **MANAGEMENT AND LEADERSHIP:** (finance, resources, performance management, staff supervision and service delivery)To act as direct line manager for Finance Officer |

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| **EQUALITIES:**Implementation of the Council’s equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery. |

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|  | **Date** | **Name** |
| 1. Date drawn up | September 2022 | Carol ArnfieldElena Diaconescu |
| 2. Given to Post holder |  |  |
| 3. Confirmed by Line Manager |  |  |
| 4. Evaluated |  |  |

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| **SKILLS & ABILITIES*** Excellent IT User skills
* Good ability to use bespoke computer software
* Highly numerate with strong analytical skills and meticulous to detail
* Good ability to use data to inform decisions and be proactive in suggesting best business practices
* Be able to communicate effectively in both written and verbal context
* Excellent time management skills and the ability to prioritise workload effectively to meet tight deadlines
* Good ability to explain finance matters to non finance colleagues
* Ability to delegate work effectively
* The ability to work effectively as part of a team as well as the ability to work alone
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| **KNOWLEDGE*** Financial Standing Orders and Procedures
* Payroll Procedures
* Knowledge of current Local Government accounting practices
* Sound understanding of the differing requirements of management accounts and statutory accounts
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| **EXPERIENCE** * Strong experience of working with financial systems
* Extensive experience of using computerised accounting packages
* Proven record of preparation of management accounts
* Awareness of audit processes and good audit practice
* Experience of Petty Cash management
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| **QUALIFICATIONS**Level 4 (or above) financial qualificationLevel 2 English and maths  |

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| **SPECIAL REQUIREMENTS**To work with other managers to ensure the regular availability of management support for one evening per week during term time and weekend programmes and events.  |